



Ramakrishna Mission Shilpamandira
COMPUTER CENTRE

313 G. T. Road, Belur Math, Howrah - 711202

Konnagar Kanaipur Nawapara Girls' Campus

Vill : Nawapara, P.O.: Kanaipur, P.S.: Uttarpara, Dist: Hooghly-712234, M. - 9874779599

● **Certificate in Financial Accounting (CFA)** ●

(NSDC- QP- BSC/Q8103/Level 4)

Duration: 9 Months

❖ **Basic Financial Accounting** ❖

MS Windows, MS Office, Tally PRIME, Accounting Theories
Busy Enterprise Solution, Internet, Project

❖ **E-Taxation** ❖

MIS with MS-Excel

GST Registration, GST>Returns, Practice with GST Simulation, Online Application
for PAN & TAN, E-Filing (*P.Tax, TDS/TCS*), Income Tax Returns
Vouching & Verification, Tax Audit, Bank Loan Projects

Subsidized Fees on Installment basis * ₹ 7000/- + 5600/- + 4700/-
+ 3500/- + 2500/-



— **Payroll Management (PM)** —

Duration: 3 Months



Salary Computation, Basic Pay & Allowances, ESI, EPF, Gratuity
New Pension Scheme, Bonus, Loans & Advances, Income Tax Computation &
TDS from Salary, Generation of Form 16 & ITR-1

Subsidized Fees on Installment basis * ₹ 3500/- + 2500/-

(* Scholarships Available)

Eligibility: HS with Commerce Background or Equivalent

Tally Essential Level- 1 Certification

● **Certificate in Spoken English** ●

NIELIT (GoI) Certificate

Duration: 4 Months

Applied Grammar, Word Drill, Video Module, Extempore, Dialogue, Story Telling
Topic Wise Vocabulary, Writing Skill, Interview Preparation
Translation (Beng-Eng, Eng-Beng), Reading Coach

Subsidized Fees on Installment basis ₹ 3000/- + 2000/-

Eligibility: Madhyamik or Equivalent

Girls' Only

▲ Courses for boys: Please contact 2654 4913/14, Mobile No. - 9874779599 ▲

● Certificate in Office Automation (COA) ●

NIELIT (GoI) BCC Certificate

Duration: 6 Months

IT Tools & Google Apps (*Windows, Word, Excel, PowerPoint*)
Introduction to Multimedia, Web Development (*HTML, CSS, JS*)
Coding with Python (*Tkinter, Turtle, Thonny IDE*)
**With AI-Powered Productivity Tools*
(*ChatGPT, Google Gemini, Canva AI, Perplexity AI*)

Subsidized Fees on Installment basis * ₹ 3000/- + 2000/- + 2000/-

● Certificate in Software Programming and Applications (CSPA) ●

(NSDC-QP-SSC/Q0508/Level3)

Duration: 12 Months

All topics of COA

Data Analytics and Data Visualization (*Adv. Excel, Power Pivot, Power Bi*)
IOT with Arduino (*Nano, Uno, Sensors*), Web Design with PHP-MySQLi (*Wordpress*)
MIT App Inventor and AIML

Subsidized Fees on Installment basis * COA Fees + ₹ 3000/- + 2000/- + 2000/-

Eligibility: Madhyamik or Equivalent

● Certificate in Basic Multimedia (CBM) ●

(NSDC-QP-SSC/Q0504/Level5)

Duration: 6 Months

Computer Fundamentals, Vector Graphics (*Eg. CorelDRAW*)
Raster Graphics (*Eg. Photoshop, Digital Painting*), 2D Animation
(*Eg. Flash, - Character Drawing & Animation*), 3D Modelling & Animation
(*Eg. 3Ds Max*), Video & Sound Editing (*Eg. Premiere, Sound Forge, AI*), Project

Subsidized Fees on Installment basis * ₹ 5000/- + 3000/- + 2000/-

● Certificate in Web Designing ●

NIELIT (GoI) Certificate

Duration: 10 Months

All topics of CBM, Introduction to Web Designing
Graphics (*Web Page Layout*), HTML (*Table, DIV Structure*)
CSS, Web Publishing (*Word press*), Project

Subsidized Fees on Installment basis * CBM Fees + ₹ 3000/- + 3000/-

Eligibility: Madhyamik or Equivalent

(* Scholarships Available)

Girls' Only

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